

## **F. Scott Fitzgerald Theatre & Social Hall INFORMATION continued**

### **BOX OFFICE AGREEMENT**

The F. Scott Fitzgerald Theatre offers a full service Box Office to meet the needs of your customers purchasing tickets to your event.

- The Box Office is open Tuesday through Saturday from 2 p.m. to 7 p.m. and two hours prior to all events with ticket sales.
- Customers may call or mail in requests for tickets.
- Payment for ticket sales may be by cash, check or credit card (MasterCard or Visa).
- The Box Office offers service via a fee of \$3 per each ticket sold and \$.75 for each complementary ticket produced for the presenting organization's use. This Box Office service fee should be included in the organization's customer ticket price.
- The Box Office also maintains access to tickets on-line through TicketLeap for those desiring this service. Your customers will incur a nominal charge to use this on-line convenience.

As a Theatre renter using the Box Office, you will be provided a full report of all sales, total income and City of Rockville fee retained per event within one week after your event– if you have multiple presentations, the ticket sale records will be kept for each show. A check for ticket sale revenues owed to you will be mailed by the City of Rockville within one month following your event date.

For Box Office Information contact:

Kathy Cohen, Box Office Manager  
240-314-8690 kcohen@rockvillemd.gov.

### **PUBLICITY INFORMATION AGREEMENT**

All Theatre users presenting a public performance are responsible for providing information to the F. Scott Fitzgerald Theatre and Box Office regarding the event.

The information deadlines for the F. Scott Fitzgerald quarterly brochures are:

**May 1** for the July, August & September brochure  
**August 1** for the October, November & December brochure  
**November 1** for the January, February & March brochure  
**February 1** for the April, May & June brochure

INFORMATION that is needed for a brochure and/or City of Rockville web site includes:

- Name of performance/event and producing company\*
- Brief description of performance/event\*
- Event dates\*
- Times\*
- Ticket Price/s (categories)\*
- Photos/images/logos to promote event

\*Note – This same information is needed for the event tickets.

The opportunity to display up to three “family friendly” event posters in the Theatre Lobby is offered to every user group presenting to a public audience. The suggested size for posters is 20” x 30”. Posters as well as brochures or fliers are welcome up to three months prior to the event.

If your event is using the stage thrust or steps to the front of the stage, the seats in the first row of Theatre seats may be impacted and removed in order to meet fire code regulations. It is imperative that the Box Office be informed of use of the steps or thrust in order to ensure sale of only appropriate seats.